



ELEVATE SCHOOL

**Elevate Charter School Safe Return to
In-Person Instruction and Continuity of
Services Plan**

August 2022
2022-2023



Elevate School Safe Return to In-Person Instruction and Continuity of Services Plan

Table of Contents

Introduction and Guiding Principles

Updates for 2022-2023 School Year

Continuing for 2022-2023 School Year

Section 1: Social Emotional Support Systems

Section 2: Family and Community Engagement

Section 3: Health and Safety

- a. Promoting Healthy Hygiene Practices
- b. Intensify Cleaning, Disinfection, and Ventilation
- c. Implementing Distancing
- d. Limit Sharing
- e. Train All Staff and Educate Families
- f. Check for Signs and Symptoms
- g. Plan for When a Staff Member, Child, or Visitor Becomes Sick
- h. Maintain Healthy Operations
- i. Considerations for Partial or Total Closures

Introduction

The COVID-19 pandemic dramatically altered the landscape for schools and will continue to do so in the immediate future. As we prepare for the 2022-2023 school year, Elevate will examine and adjust all necessary elements of our school program in order to provide safe, high-quality learning options for students in the fall and throughout the school year.

Over the last few months, the Elevate community has been invited to dialogue with school staff, and a consensus was reached around the guiding principles that shape this reopening plan.

The guiding principles that shape this plan are **Safety, Equity, Academics, and Social Emotional Connection**. These principles, in concert with Elevate's mission and guidance from public health officials at the state and county level, form the foundation and rationale for the instructional models and learning environments presented in this plan.

Elevate will continue to actively partner with parents and apply our guiding principles as we move toward and into the 22-23 school year.

Due to the constantly changing nature of the COVID-19 pandemic, local conditions and guidance from the county, state, and federal agencies, such as the California Department of Public Health (CDPH), California Department of Education (CDE), San Diego County Health and Human Services Agencies (PHS), and San Diego County Office of Education (SDCOE), we will regularly monitor and evaluate this plan and make changes, as needed.

Elevate School Mission

Elevate School equips tomorrow's global innovators by inspiring students to be Excellent in academics, Exceptional in leadership, and Extraordinary in creativity.

Updates for 2022-2023 School Year:

MASKS:

Consistent with CDPH guidance, masks continue to be strongly recommended (but not required) in K-12 indoor/outdoor settings as an ongoing layer of protection from COVID-19 and in consideration of those most vulnerable in our community.

Masks are strongly recommended (but not required) in indoor/outdoor settings (except when in the presence of an individual with symptoms, as when a sick student enters office).

In instances of exposure to a COVID-19 positive individual, on-campus adults/staff will be required per the Cal/OSHA emergency temporary standards to wear a well-fitting mask indoors around others for at least 10 days.

In instances of a classroom outbreak (3 or more positive cases), masks would transition from strongly recommended to required for all members of the class community. If

In times of heightened community levels of COVID-19, school will evaluate local and school conditions to determine if/when whole-campus masking would be appropriate.

All individuals may continue to wear masks and it is expected that all members of our school community will demonstrate kindness and respect for others regardless of one's choice to wear a mask or not.

VOLUNTEERS:

In addition to Raptor clearance, parents will be required to adhere to vaccination requirements or provide verification of a negative test.

Please share test results by 8:30a the day of volunteering, by using the QR code below.



Will Continue for 2022-2023 School Year:

STAYING HOME WHEN SICK

Parents/Guardians are responsible for screening their student(s) for symptoms before arrival on campus.

The COVID Liaison will communicate with staff and families regarding students who are absent from school to determine if they are home ill and to communicate criteria for return using the current COVID-19 Decision Tree.

TESTING

Elevate will host on-site testing to support students and staff. Antigen and PCR tests will be available.

At-home test kit results will be an acceptable proof of verification with 12 hours in between.

School staff without a vaccine will be tested weekly.

Covid-19 Decision tree will guide when to test students/staff and what type of test is acceptable to use.

CASE REPORTING, CONTACT TRACING, AND INVESTIGATION

Elevate has designated Danielle Alden as the COVID Liaison.

Covid Liaison(s) will contact families with available options for quarantine/isolation, return dates, and testing needs according to the Covid-19 Decision Tree.

Covid Liaison(s) will be in communication with the appointed Charter School Epidemiology team who will guide decisions regarding quarantine/isolation.

VISITORS

For the foreseeable future, visitors during lunch will be discontinued.

SECTION 1: SOCIAL EMOTIONAL SUPPORT SYSTEMS

At Elevate School, our desire is to meet the social and emotional needs of our students and staff. We recognize that as we prioritize the social emotional needs of our students, our students will thrive academically, grow in confidence, effectively self-regulate their emotions and grow in their relationship building skills. Elevate has made a commitment to Equity and Diversity and we believe that all students should have what they need to reach their full potential. We desire to empower our staff and our students to better understand ourselves, our identities, cultures, and roles so that we can embrace diversity and, as leaders, make a positive impact in our school, our families, our community and our world.

We value the importance of offering opportunities for students to connect with one another whether in a blended learning environment or in a physically distanced environment. We have a comprehensive Social Emotional Learning (SEL) program which utilizes Steven Covey's 7 Habits. As a Leader In Me school, we teach the importance of living out these habits which teach our students the skills that can be broadly applied to a variety of situations such as making friends, working cooperatively with others, managing emotions, coping with stress, making responsible decisions, and resolving interpersonal conflicts. Throughout the day, teachers provide opportunities in class for students to connect with one another, work collaboratively and grow and develop socially, emotionally and academically. All Elevate students start their day with LEAD time which stands for Leading Every Awesome Day on our K-5 grade campus and Leadership in Action for our middle school students. During this time, teachers focus on the Habit of the Week with the goal of empowering students to be a leader at school, at home and in their community.

Our Social Emotional Learning (SEL) program is overseen by our School Counselor who works with a team, consisting of our School Psychologist, a Military Family Life Counselor and Counseling Interns. Our counseling team provide a variety of services to our students and families including but not limited to:

- Weekly Friendship Connect Groups
- Check-in appointments for students and parents
- Classroom lessons on SEL topics
- Workshops for parents
- Community resources when needed

Elevate students, whether in the blended learning environment or in the physically distanced environment, will be supported by our School Staff and Counseling Team as we work to promote

connectivity among students while helping address their social and emotional needs so that our students become confident leaders and learners.

For more information about Elevate's counseling program, please refer to the school website.

SECTION 2: FAMILY AND COMMUNITY ENGAGEMENT

Since its beginning, Elevate has actively partnered with families to support the learning and development of each student. This is even more critical as we enter the 22-23 school year.

Parent meetings were held in late May, July, and August of 2020 to identify the Guiding Principles that shape Elevate's Safe Reopening Plan and to gather feedback, questions, and ideas during the development of this plan. In 2020, parent surveys were conducted (5/26, 6/23, 7/8) to evaluate the initial implementation of Distance Learning and to identify areas of improvement to ensure even greater student learning and success going forward.

Specific improvements to the Distance Learning program that came directly from parent feedback include:

- Establishment of a school-wide, consistent Google Classroom layout so that families with multiple Elevate students can more easily access assignments
- Commitment that all classrooms to provide a weekly schedule and assignments at the start of each week
- Increased opportunities for students to engage/collaborate with one another
- Development of video tutorials and training for parents before and at the start of Distance Learning to empower parents as they support their child's access to online instruction and learning resources, especially those of English Learners and with students in younger grades

Further, [Parent Guidelines during Distance Learning](#) were established to provide clarity for how parents can effectively support their child when they are in a Distance Learning format.

Communication will be frequent and Elevate will use both weekly Elevate News emails and additional parent communications sent via Aries on a regular basis.

SECTION 3: HEALTH AND SAFETY

The health and safety of Elevate students and staff is paramount. To that end, the following section will detail numerous practices and procedures intended to maximize safety for all while physically on school grounds.

a. PROMOTE HEALTHY HYGIENE PRACTICES

HYGIENE INSTRUCTION

We will teach and reinforce [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff by delivery of lessons related to hygiene before school begins, during the first two weeks of school, and at regular intervals thereafter.

- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222
- Teach and reinforce use of [cloth face coverings](#) masks, or face shields. Face coverings are most essential when physical distancing is not practicable.
- All staff will use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, at times, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Food service workers and staff in routine contact with the public (e.g., front office) will use facial coverings and gloves when necessary.

- Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- Information will be provided to all staff and families in the school community on [proper use, removal and washing of cloth face coverings](#).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE will be provided if necessary to prevent certain exposures. PPE will include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. (See Handwashing Routines) Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that physical distancing should still be practiced even with the use of PPE, whenever practicable.

We will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

HANDWASHING AND HAND SANITIZING ROUTINES

We will add portable handwashing stations and/or hand sanitizer stations throughout the site and near classrooms to minimize movement and congregations in bathrooms to the greatest extent possible.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

| | |
|--|---|
| Mandatory Handwashing (with soap and water) or Hand Sanitizing | <ul style="list-style-type: none"> • Upon arrival • After Recess, Nutrition Break, Before/After Lunch • After coughing, sneezing |
| Timing | 20 seconds |

APPROPRIATE SIGNAGE

Signage will be placed throughout our campuses to help remind students and staff.



b. INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

FACILITIES CLEANING

The safety of our employees and students is our first priority. Prior to reopening, our school campuses will be completely deep cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

The goal is to establish a sanitary baseline before the site opens. The site should be thoroughly disinfected before anyone returns to work.

Additional steps to be taken, include:

- All HVAC filters replaced at least 2x/year
- All windows and doors will remain open whenever possible.
- Staff will be asked to clean and disinfect frequently-touched surfaces within school and at least daily and, as practicable, frequently throughout the day by trained staff.
- Teachers and students will be asked to prepare their workspace (clear desk, store personal belongings, etc) at the end of each day to facilitate cleaning by custodial staff.

| Daily Routine | |
|---|------------------------------------|
| Students | Staff |
| Clear desk or table | Clear own desk(s) or table(s) |
| Put all personal belongings in designated space | Remove all personal items |
| Wipe down own desk and chair | Wipe down own desk/table and chair |

FREQUENTLY TOUCHED SURFACES

Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Table tops
- Student Desktops
- Chairs
- Copy Machines
- Handrails

GENERAL DISINFECTION SCHEDULE

| Category | Area | Frequency |
|------------------------------------|--|---|
| Workspaces | Classrooms/Offices | At the end of each use/day |
| Appliances | Refrigerators, Microwaves, Coffee Machines | At the end of each use/day and/or between use |
| Electronic Equipment | Copier machines, Shared computer monitors, Telephones, keyboards | At the end of each use/day and/or between use |
| Frequently Touched Surfaces | Handles, light switches, sinks, restrooms | At the end of each day; as needed throughout the day |
| Common Areas | MPR, Eating Areas | At the end of each use/day; between groups |
| Tables and Desks | Classroom | At the end of each use/day; between groups |

CLEANING PRODUCTS

When choosing cleaning products, we will use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list](#) “N” and follow product instructions.

- Trained staff with the responsibility of cleaning and disinfecting the school site are equipped with proper protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions.
- All products must be kept out of children’s reach and stored in a space with restricted access.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present.
- Confirm school site has an adequate supply of soap, disinfecting supplies, hand sanitizer, paper towels, and tissues
- Confirm a supply of gloves and other protective gear

PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to clear their workspaces to allow for a thorough cleaning and are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace at the beginning of the day, giving special attention to commonly touched surfaces. The School has alcohol-based hand sanitizers throughout the workplace, affixed to walls in every classroom, and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity – The School will monitor and limit the number of employees and/or visitors in office spaces to minimize the risk of infection.

Staff Lounge– These spaces will be closed and/or relocated. This may include discontinuing/limiting the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Room – There will be limited access to the copy room.

c. IMPLEMENTING DISTANCING

PHYSICAL DISTANCING

Physical distancing will be implemented where applicable to the furthest extent possible.

ARRIVAL/DROP-OFF

All grades will arrive during the regular drop-off window for their respective campus. Elevate's three campus arrangement provides a built-in staggered arrival schedule.

DISMISSAL

Serra Mesa Campus

Students will be dismissed from the black top at the Serra Mesa (K-3) campus upon notification that a parent/guardian has arrived to pick them up.

Tierrasanta and Middle School Campuses

Students will walk out with their class and be dismissed to join their parent/guardian.

d. LIMIT SHARING

CLASSROOMS

All classrooms will be disinfected daily.

NON-CLASSROOM SPACES

- Large areas (MPR and eating areas) will be utilized on a staggered schedule with occupants properly spaced, and disinfected in between uses.
- Non-classroom space for instruction, including regular use of outdoor space, weather permitting will be used when available.
- Individually bagged meals will be served outdoors.
- All students will avoid sharing of foods and utensils and buffet or family-style meals will also be avoided.

LUNCH AREA

- In order to maximize physical distancing, lunch periods will be staggered and limited to one grade at a time
- Students will eat outside and be spaced out to the greatest extent possible

RECESS GUIDELINES AND RULES

- Wash hands before and after recess
- Wear face coverings when applicable

FOOD DELIVERY

In order to limit the risk of contamination, bringing or sharing refreshments is prohibited. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to the School.

In order to maximize safety, students who come to school without a lunch will receive a school lunch. Families are discouraged from dropping off lunch after school has begun.

PLAYGROUND

- All students will be asked to bring water bottles from home. Each student must place their name on their water bottle for identification (e.g., permanent marker, name tag adhered with packing tape)
- Personal belongings will be sent home each day to be cleaned.
- Adequate supplies will be provided to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limited use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- No bringing equipment from home.
- No sharing of food

e. TRAIN ALL STAFF AND EDUCATE FAMILIES

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

Staff will be trained and educational materials will be provided to families in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Use of face coverings
- Updated screening practices
- COVID-19 specific symptom identification
- [Proper use, removal and washing of cloth face coverings.](#)

Staff Pre-Opening Training

Presented remotely to ensure understanding and preparedness to align with this manual, see calendar.

First Day Training/Orientation

Align local protocols and procedures with this plan.

We will structure the training plan to effectively disseminate information to all staff.

Content Covered:

- All training topics can be reinforced with signage in the buildings
- School checklists
- Disinfection Measures
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Crew Protocols

f. CHECK FOR SIGNS AND SYMPTOMS

- Staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 are required to stay home and notify the office.
- Passive Screening. Families will screen students before leaving for school.
 - Check temperature to ensure temperatures below 100.0 degrees Fahrenheit.
 - Keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
 - Make available and encourage use of hand-washing stations or hand sanitizer.
 - Incidents of possible exposure will be documented/tracked and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).
 - If a student is exhibiting symptoms of COVID-19, office staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.0 degrees or higher, cough or [other COVID-19 symptoms](#).
- Attendance policies will not penalize students and families for missing class.
- Touchless thermometers on-site for employee and student screening

g. PLAN FOR WHEN A STAFF MEMBER, CHILD, OR VISITOR BECOMES SICK

Any students or staff exhibiting symptoms will immediately be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

- The following procedures will be followed to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

RESPONSE TO SYMPTOMS ON SITE

Should a student, staff member, or visitor exhibit symptoms while on site, the following steps will be taken:

- Immediate isolation in a designated space at each campus.
- Once the employee or student arrives at the isolation space, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

| Student | Staff/Visitor |
|------------------------------------|--|
| Check for Temperature | Check for Temperature |
| Isolate Student to Isolation Space | Isolate Staff member or visitor to Isolation Space |
| Call Parents/Emergency Contact | Call Emergency contact if Staff Member/visitor cannot transport himself/herself home |

- The staff member and others attending to the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The designated staff member will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The designated Covid Liaison(s) must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with someone suspected of having COVID-19 and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- For serious injury or illness, 9-1-1 will be contacted without delay.
- Notification of any positive case of COVID-19 by Covid Liaison(s) to local health officials, staff, and all families will be sent immediately, while maintaining confidentiality as required by state and federal laws.
- Positive staff members and students will be advised not to return until they have met CDC criteria to discontinue home isolation, including 24 hours with no fever, symptoms have improved, and 10 days since symptoms first appeared.
- Elevate will ensure that students, including students with disabilities, will have access to instruction when out of class, as required by federal and state law.

h. MAINTAIN HEALTHY OPERATIONS

In order to maintain healthy and safe operations at each campus, Elevate will do the following:

- Monitor staff absenteeism and have a roster of trained back-up staff.
- Monitor the types of illnesses and symptoms among students and staff to help isolate them promptly.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. See below for contact information.

| Name | Title | Email |
|-----------------------|-------------------------------------|---------------------------|
| Ryan Elliott | Executive Director | reliott@elevateschool.com |
| Desiree Wooden | Director of Instruction | dwooden@elevateschool.com |
| Cassandra Bahr | Business Manager | info@elevateschool.com |
| Danielle Alden | Covid Liaison & SM Site Coordinator | dalden@elevateschool.com |

- For the safety of others, staff and families can email the above contacts in order to self-report symptoms.
- The school will post or notify staff and families as promptly as possible of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, will be provided options such as telework, distance learning. All staff are directed to meet with HR if they are at high-risk.

i. CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by a local public health officer.